

Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141



Phone: 503-842-2472

Fax: 503-842-3445

Special Meeting – May 28th, 2009

The special meeting of the TURA was called to order by Chairman **Don Hurd** at 5:36 pm at the Tillamook City Hall., Tuesday, May 28th, 2009.

1) Roll Call:

Board Present: Don Hurd, Sally Clay, Sean Lambert, Aaron Zimmerman, Carolyn Decker, Suzanne Weber

Staff Present: Mark Gervasi, Debbi Reeves

Guests: Doug Henson, Chris Kell, Jud Kell, Steve Forster, John Janac, Bob McPheeters, Shelly Bowe, Marshall Doak, Gordon Plotts, Kevin Cummings

2) Approval of Minutes:

The meeting minutes from May 19th, 2009 were read. **Zimmerman** had a question about the name of John Janac, which was correct as spelled in the minutes. A motion was made by **Clay** to approve the minutes and seconded by **Decker**. The vote was unanimous and motion carried.

3) Old Business:

Hurd stated the purpose for this special meeting was a continuation of the prior meeting on May 19th, 2009 to discuss the proposal of grant funding by Public Market Committee (PMC). **Hurd** mentioned that no procedures or guidelines have been set by the agency. **Lambert** had spoken to Kurt Olsen of the Lincoln City URA and they do only loans and no grant funding. Olsen reported he had spoken with the URA in Medford Oregon and they do offer grant money. Olsen explained grants to **Lambert** who in turn explained to the board. Part of URA procedures can include a Memo of Understanding, 50/50 funding where the URA matches the property owner funds. **Lambert** emailed his research to the board. The Salem URA has a variety of funding options and a wide range of projects. **Hurd** and **Zimmerman** had met with TLC Federal Credit Union about the loan process. TLC has nominal fees. **Hurd** mentioned the TURA will set up the benchmarks according to the Urban Renewal Plan. **Clay** mentioned the City of Dallas does not do grants. Their URA has been in existence about 5 years. Their website has information about the URA. Community Development Block grants were discussed. **Gervasi** explained block grants the City of Tillamook has received and explained his experience with grant funding. **Hurd** explained the summary he had compiled and given to the board to read.

There was a discussion about the items mentioned in the summary and a discussion about the Public Market proposal. **Hurd** explained the agency could do loans, grants or forgivable loans but that the agency has not set the criteria yet. Henson stated the Public Market Commission was not interested in a loan and that only a grant would suffice their needs at this time. **Clay** asked who would handle the funds and **Hurd** explained that TLC would administer and disperse funds. Henson explained that depending on their non-profit status there were several options on who would handle the funds. They have approached the TRA about working under their non-profit status but nothing has been placed into action. **Decker** stated the TURA has not determined how to disperse funds or what kind of funding will be done. **Hurd** supports the concept of the Public Market but feels the URA is not in a position to make any kind of commitment at this time. It will take more time to get all the details worked out so they can come back with guidelines and procedures before doing any funding. John Janac, the building owner, will put together a list of the next parts of the building project, the estimate costs and time estimates for the board. There was a discussion on the building process and projections. **Hurd** and **Weber** both commented this building fits into the Urban Renewal Plan guidelines as it is a historic and essential downtown building.

Hurd will have members of the board pursue the different topics so that benchmark guidelines can be set. **Zimmerman** stated the URA should have had the application criteria and benchmarks set before ever receiving a grant proposal. **Zimmerman** also stated he would like to see a decision made at the next meeting and to not drag this out.

There was more discussion about what is being done on the building now and what the near future plans are. **Hurd** asked the board if they would like to make a decision at the regular June 16th meeting and the consensus was that they would. The board decided they would individually do research and fact finding and email the information to **Hurd**. A special meeting was set for June 8th, 2009 at 5:30 pm to put together the fact finding information and set the application criteria and guidelines so that they could make a decision by the June 16th meeting.

4) Concerns of the Board:

A billing from the Headlight Herald for \$21.45 for the posting of the budget notice was presented. **Gervasi** noted the Headlight Herald was suppose to publish the notice in the May 20th and May 27th editions of the paper but only posted it on May 20th. He will find out if this is a problem and worst case scenario is that the budget adoption would have to be postponed for a week to publish the notice one more time. A motion was made by **Zimmerman** to pay the bill and seconded by **Clay**. Ayes received by all and the motion carried.

Clay mentioned TLC had called her about the authorized signers on the bank account the TURA has with them. **Weber** made a motion that the same signers on the US Bank account, **Hurd**, **Decker** and **Clay** be the signers on the TLC account. **Hurd** seconded the motion. All board members voted in favor therefore the motion carried unanimously.

Marshall Doak of the Economic Development Council commented that the EDC board has not formally endorsed the Public Market as stated in the minutes from the May 19th, 2009 meeting and that he would like this noted in the record. The EDC Grants Committee does offer grant money for non-profits. He suggested the TURA board meet with the EDC board for more information.

Shelly Bowe of Food Roots introduced herself and told a bit about how she is involved with the Farmers Market and her ideas and opinions in support of Public Markets.

5) Next Meeting Date:

Gervasi noted the Budget Meeting will be held at City Hall on June 1st, 2009 at 6 pm. He briefly explained the budget process. The agenda was given to the board and mailed to the budget committee members. A quorum of 8 will be needed to adopt the budget. A copy of the budget will be email out prior to the meeting.

6) Adjournment:

With no further business the meeting was adjourned by **Hurd** at 6:60 pm.

Respectfully Submitted by:
Debbi Reeves
Administrative Assistant

Approved By:

Sally Clay
Vice Chairman

Agency Board Members:
Don Hurd, Chair; Sally Clay, Vice-Chair
Members At Large: Carolyn Decker; Sean Lambert, Aaron Zimmerman
City Administrator: Mark Gervasi , Staff: Debbi Reeves